



Capital Expenditures Committee Meeting Minutes

Date: Wednesday, June 25, 2014. Basement Conference Room, Town Hall

Committee Attendees: Barbara Perry (BP); Mary Ellen Carter (MEC); Jean-Marc Slak (JM); Brian Bartkus (BB); Bill Moonan (WM); Jon O'Connor (OC); Jim O'Neil (JO); Tony Battaglia

Absent Committee Members: Abbie Seibert (AS)

Other Attendees: Jessica Porter (JP), Assistant Town Manager; Victor Garofalo (VG), Finance Director; Richard Reed, Town Manager; Lt. Jim Graham, Bedford Police; Chief Robert Bongiorno, Bedford Police; Chief David Grunes, Fire department; Roy Sorenson, DPW Director; Sherwood Ives, IT Manager; Taissir Alani, Facilities Director; Jon Sills, Superintendent of Schools; David Coehlo, School Finance; Steve Steele, Finance Committee

Meeting called to order at 7:34pm

1. **Minutes of May 28, 2014 meeting were reviewed.**

Minutes moved to be accepted by JM; accepted, 6-0-2.

2. **Discussion with Department Heads regarding FY2016 – FY2021 VFA system process and Plan**

Town Manager Rick Reed lead a discussion about capital expense needs as identified by the VFA system, the town's current and expected status of exempt and non-exempt debt, and a general understanding of forecasting capital expense projects. The committee had several questions including a need to do our best at trying to forecast "unexpected" expenses into future year projects within the VFA system. While there will always be emergency issues that pop-up, the hope is, using the department heads expertise and past experiences, to forecast possible emergency capital expenses that could happen to help us better control the capital expense budget, especially those projects requiring bonding. The committee also commented on how impressive it was to have all department heads present at our meeting, at how the VFA system is really

starting to work well through all departments and the open and candor communication that will continually improve the capital expense process.

3. Preliminary Liaison Assignments

Schools: Abbie Seibert
I.T. / Finance: Barbara Perry and Tony Battaglia
Police: Jean Marc Slak
Fire: Jean Marc Slak
DPW O.C. O'Connor, Brian Bartkus
Library:
Facilities: Jim O'Neil

4. Presentation Schedule

Tabled until next meeting

5. Review and discussion regarding cathodic protection of sewer lines and corrosion preventions

Roy Sorenson spoke to the committee about said technology to help prevent corrosion in underground piping and hopefully help prevent breakage and emergency repairs. Roy is working with vendors to discover more about this issue. The DPW is working diligently to find cost effective and efficient ways to protect our underground piping throughout the town. More information will be forth coming as it is discovered.

6. Schools – Funding reallocation relative to space needs

Superintendent Jon Sills presented to the committee the need to install two modular classrooms at Davis School. The need for additional classroom space is due to over population of kindergarten students. Superintendent Sills recommended that these classrooms be of a temporarily nature until the school department can fully determine if this is a temporarily surge or if a long term solution is required. Funding for two modular classrooms and associated costs would come from a repurposing of capital expense money approved at the spring 2014 Town Meeting and use of the school and facilities operating budgets. Attached is a detailed memo regarding this project from Jon Sills.

The formal approval of the repurposing of said monies must be vetted and voted upon at the next town Meeting scheduled for November 2014. However, the classrooms need to be present for the school year opening in September. Superintendent Sills

therefore needs to commit operating money to hopefully later be approved to be reimbursed internally. The CEC voted unanimously to support the repurposing of the capital money approved at Town Meeting to be used for the modular classrooms.

7. New Business

Tony Battaglia was unanimously awarded the duties of committee meeting minute scribe for the next year. Mr. Battaglia graciously accepted.

Mary Ellen Carter was formally recognized for her leadership of the Capital Expense Committee over the last year. The committee will miss her but wishes her well on her sabbatical!

8. Next Meeting Dates

Next CEC meeting scheduled for July 25th at 7:30 pm at Bedford Town Hall

9. Adjournment

The meeting was adjourned by unanimous vote at 10:18 pm